

FY 18 Announcement of Availability of Funds for a Clinical Training and Technical Assistance Project to Support the Title X Family Planning Program

Technical Assistance Webinar

May 17, 2018

1:00 p.m. ET



Welcome Title X Clinical Training Center Cooperative Agreement Applicants!

Technical Assistance Webinar Introduction

- Purpose and format of this call
 - General Technical Assistance
 - Will not answer questions regarding individual applications/projects
- Introduction of the speakers
 - Valerie Huber, Acting Deputy Assistant Secretary for Population Affairs
 - Susan Moskosky, Deputy Director, Office of Population Affairs
 - David Johnson, Operations & Admin. Officer, Office of Population Affairs
 - Alice Bettencourt, Director, Office of Grants Management

Note: This call will be recorded



FY 18 Announcement of Availability of Funds for a Clinical Training and Technical Assistance Project to Support the Title X Family Planning Program Opportunity No: PA-FPT-18-001

Competitive Application

Due Date: June 19, 2018
Cutoff Time: 6:00 p.m. ET

Non-binding Letter of Intent

Due Date: June 4, 2018



Materials Needed for the Call

The Funding Opportunity Announcement (FOA)

FY2018 Title X Clinical Training Cooperative Agreement, as found at:

- Grants.gov: <http://www.grants.gov/> by searching with the CFDA number 93.260
- OPA website: <https://www.hhs.gov/opa/grants-and-funding/grant-opportunities>



HHS Organizational Structure

U.S. Department of Health and Human Services (HHS)

Alex M. Azar II

Secretary of Health and Human Services

Office of the Assistant Secretary for Health (OASH)

ADM Brett P. Giroir, M.D.

Assistant Secretary for Health



OASH Organizational Structure

Office of the Assistant Secretary for Health (OASH) Public Health Offices

- **Office of Population Affairs (OPA)**
- Office of the Surgeon General
- Office of Adolescent Health
- Office of Disease Prevention and Health Promotion
- Office of Health Care Quality
- Office of HIV/AIDS and Infectious Disease Policy
- Office of Human Research Protections
- Office of Minority Health
- Office of Research Integrity
- Office on Women's Health
- National Vaccine Program Office



Organizational Structure: OPA & OGM

OPA:

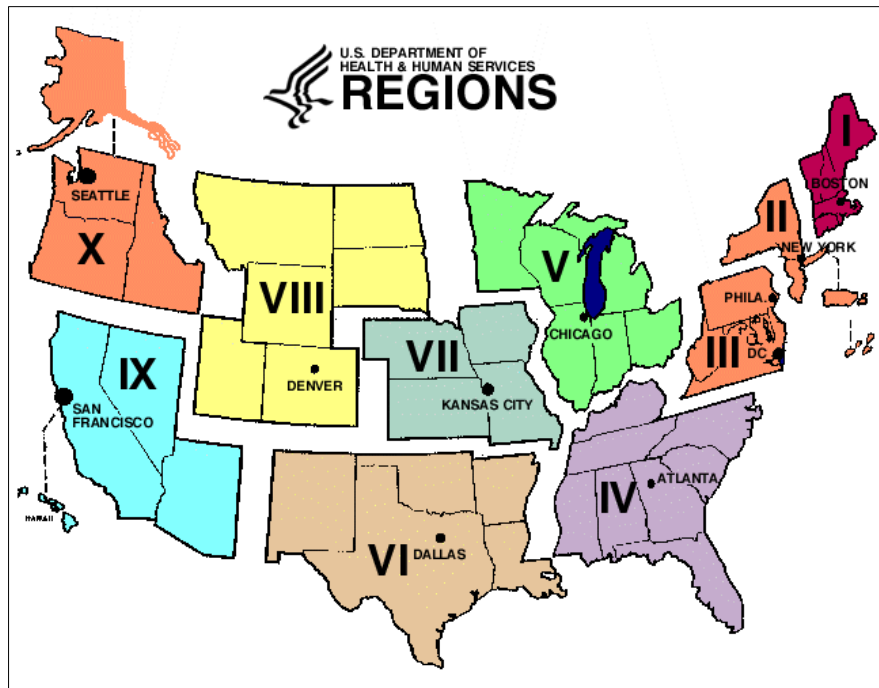
- Programmatic responsibility
- Policy office for Title X programs
- Management of de-centralized programmatic activities within 10 Regional Offices
- Oversight of projects with national scope such as the National Training Centers

Office of Grants Management:

- Administrative, business and budgetary responsibility
- Grant Administration: Grants Policy Directives, Grant Policy Statement & Federal rules applicable to all grants
- Management & Oversight:
 - Pre-award processes
 - Notice of Award
 - Post-award processes (budget revisions)
 - Federal Financial Reports
 - Audit resolution
 - Grant closeout



OASH Regional Offices

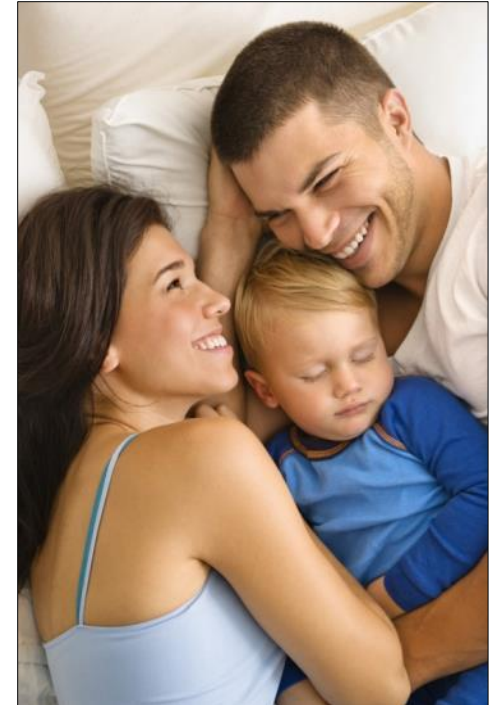


OASH Regional Offices

- Are located in major cities, serving multi-state areas
- Are staffed by Project Officers who monitor grant activities, conduct site visits and comprehensive program reviews, provide programmatic support and technical assistance to recipients

Title X Mission:

To assist individuals and couples in planning and spacing births, contributing to positive birth outcomes and improved health for women and infants



Title X Family Planning Services: Purpose

- To make certain that people who want and need family planning services can receive them. Priority is for individuals from low-income families.
- To provide individuals with the educational, medical, and social services they need to plan their families.
- To include related preventive health care, such as Pap tests, breast exams, HIV and STD tests, and other services related to reproductive health and family planning.



Title X Family Planning Services: Requirements

Scope of Title X Service Requirements:

- Broad range of acceptable and effective family planning methods
- Education and counseling related to family planning
- Physical exam and related preventive health services
- Pregnancy diagnosis and counseling
- Adolescent services
- Clinical procedures as indicated for method
- Laboratory tests as indicated for method
- Basic infertility services
- STD and HIV prevention education; counseling and testing either on-site or by referral



Title X Family Planning Services: Requirements (cont'd)

Title X-funded Family Planning Services must be:

- Voluntary
- Confidential
- Provided to any person, male and female, desiring services, with priority for persons from low-income families
- Provided regardless of the inability to pay
- Provided under the direction of a physician with training or experience in family planning



Core Family Planning Services

Title X Family Planning Services Grantees must provide:

- A sexual health assessment
- Introduction and access to tools for a personal family planning, fertility, and reproductive life plan
- Family planning services that offer a broad range of acceptable and effective family planning methods and services
- Health screenings
- Health information, education, and counseling
- Referral services available to clients



Title X Family Planning Services

Current Title X Service Grantee Network:

- **84 Service Grantees**, including State, territorial, tribal, county or local health agencies, universities, faith-based and community-based nonprofit agencies
- **3,900 Family Planning Clinics**, in the 50 States, the District of Columbia, and six U.S. Territories and Jurisdictions
- **Over 4 Million Clients Served**, with family planning and related preventive health care services in 2016



Title X Family Planning Services and Training: The Public Health Service Act

Major Provisions of the Law

- 1001: Services- provided by public and nonprofit entities
- ***1003: Training***
- 1004 Title X Research
- 1005 Title X Information and Education
- 1008 Prohibition of Abortion



Title X Training and Technical Assistance Projects: Purpose

“To ensure that personnel working in Title X Family Planning Services projects have the skills, knowledge, and attitudes necessary to effectively manage and deliver high quality family planning services and programs within a holistic optimal-health framework”



National Clinical Training Center for Family Planning (NCTCFP)

The clinical training center funded, developed, and operated under this announcement will fulfill that purpose by carrying out *four major elements*:

- Clinical Skills Development
- Clinical Protocol Development
- Clinical Skill Assessment
- National Clinical Training Meetings



NCTCFP: Clinical Skills Development

The clinical training center will create and provide training, materials, and other assistance to develop and enhance Title X family planning service providers' clinical skills. This includes, but is not limited to:

- Improving clinician knowledge base by issuing data updates and notifying the network of advances in clinical reproductive and family planning service provision
- Using a variety of training methods and learning modalities to instruct clinicians, and make training and clinical support tools readily accessible to remote users via website, web-based platform, or other method throughout the entirety of the project period



NCTCFP: Clinical Protocol Development

The clinical training center will provide Title X grantees, subrecipients, and clinicians with training materials and other assistance to aid their development of clinical practice protocols. This includes, but is not limited to:

- Making training and technical assistance available to Title X family planning service providers to aid their modification and adaptation of existing protocols to reflect changes and updates made to Federal and professional medical associations' published clinical recommendations and nationally recognized standards of care



NCTCFP: Clinical Skill Assessment

To provide grant directors, program and site managers, and clinicians with methods and tools to measure the level of Title X clinical provider competency, the clinical training center will develop and implement a strategy for continuously evaluating family planning providers' level of clinical skill. This includes, but is not limited to:

- Developing and implementing cost-effective strategies and activities using evidence-based methodologies and innovative, state-of-the-art technology to facilitate and/or conduct clinical provider assessment
- Evaluating assessment results annually and using the information gathered to generate topics for additional training and development of technical assistance



NCTCFP: National Clinical Training Meetings

The clinical training center will conduct an in-person clinical training meeting/conference in 2020 to provide:

- Current, evidence-based information on family planning and related health issues
- New or emerging national standards of care
- Pertinent clinical topics
- Clinical counseling and education issues and techniques



NCTCFP: National Clinical Training Meetings (cont'd)

During the intervening years, the clinical training center will conduct virtual clinical training meetings/conferences to share information and education regarding:

- Current, evidence-based information on family planning and related health issues
- New or emerging national standards of care
- Pertinent clinical topics
- Clinical counseling and education issues and techniques



National Clinical Training Center for Family Planning (NCTCFP)

The clinical training center funded under this announcement will ensure all training, technical assistance, and meetings, and other activities are:

- Evidence-based and informed
- Culturally and linguistically appropriate
- Aligned with Federal and professional medical associations' published clinical recommendations and other recognized standards of care
- Contextualized within a holistic optimal-health framework



FY18 NCTCFP Programmatic Focus Areas and Topics of Importance

1. Ensuring that Title X grant directors, clinic managers, and clinical providers have the appropriate level of competency to ensure that Title X client services are coded and billed correctly to maximize reimbursement and cost recovery;
2. Ensuring that family planning providers have up-to-date information and skills to provide counseling and provision of a broad range of acceptable and effective contraceptive methods, with an emphasis on building skills and proficiency with a range of long-acting reversible contraceptive devices (LARC) and fertility awareness based methods (FABM);
3. Ensuring that Title X grantees have the necessary training and resources to respond to OPA Program Priorities and Key Issues, including annual training on child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking for Title X family planning service providers and clinic staff; and
4. Ensuring that an assessment strategy is implemented which will identify the current and future needs of the Title X clinical workforce, and assess the ability of the workforce to provide culturally appropriate and competent clinical services in accordance with Federal and professional medical associations' published clinical recommendations and nationally recognized standards of care.



Legislative Mandates

- *“None of the funds appropriated in this Act may be made available to any entity under Title X of the PHS Act unless the applicant for the award certifies to the Secretary of Health and Human Services that it encourages family participation in the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities;” and*
- *“Notwithstanding any other provision of law, no provider of services under Title X of the PHS Act shall be exempt from any State law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest.”*
- **NOTE:** All activities funded under this announcement must be in compliance with the Title X statute, as well as the program regulations and legislative mandates, as applicable.
- Copies of the statute, regulations, and legislative mandates are available at: <https://www.hhs.gov/opa/title-x-family-planning/about-title-x-grants/>



Program Priorities

- Assuring innovative high quality family planning and related health services that will improve overall health
- Assuring activities that promote positive family relationships for the purpose of increasing family participation in family planning and healthy decision-making
- Ensuring that all clients are provided services in a voluntary, client-centered, and non-coercive manner in accordance with Title X regulations



Priorities (cont'd)

- Promoting provision of comprehensive primary health care services to make it easier for individuals to receive both primary health care and family planning services preferably in same location or through nearby referral providers.
- Assuring compliance with all legislative mandates, as stated previously.
- Assuring compliance with all statutory requirements, as stated previously.
- Use of OPA performance metrics to regularly perform quality assurance and quality improvement activities.



Key Issues

- Efficiency and effectiveness in program management and operations
- Management and decision-making and accountability for outcomes
- Cooperation with community-based and faith-based organizations
- Meaningful collaboration with subrecipients and documented partners in order to demonstrate a seamless continuum of care for clients



Key Issues (cont'd)

- A meaningful emphasis on education and counseling that communicates the social science research and practical application of topics related to healthy relationships, to committed, safe, stable, healthy marriages, and the benefits of avoiding sexual risk or returning to a sexually risk-free status, especially (but not only) when communicating with adolescents
- Activities for adolescents that do not normalize sexual risk behaviors, but instead clearly communicate the research informed benefits of delaying sex or returning to a sexually risk-free status
- Emphasis on the voluntary nature of family planning services
- Data collection (such as the Family Planning Annual Report (FPAR)) for use in monitoring performance and improving family planning services.



Project Narrative

****The Project Narrative is the most important part of the application.****

- Core and substance of the application
- Provide evidence of ability to comply with Title X Statutes and Regulations
- Read and respond to all **4** components included under “Project Narrative,” starting on page 22 of the FOA.



Appendices

- All items in the application's appendices **will count** toward the total page limit of your application.
- You must submit them as a single electronic file uploaded to the Attachments section of your Grants.gov application.
 - Work plan
 - Schedule of discounts
 - Coverage map
 - List of services, tests, and family planning methods
 - Letters of commitment from subrecipients and referral organizations and agencies
 - CVs/resumes for key project personnel



Office of Grants Management



Submission Dates and Times

- **Your application is due by 6 p.m. Eastern Time on June 19, 2018.**
- Your submission time will be **determined by the date and time stamp provided by Grants.gov when you complete** your submission.
- Strongly encouraged to submit your application a minimum of 3-5 days ***prior*** to the application closing date.
- Grants.gov may take up to 48 hours to notify you of a successful submission.
- If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration.



Eligible Applicants (FOA page 17)

- Any public or private nonprofit entity located in a State (which includes one of the 50 United States, District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands)
- Faith-based organizations and American Indian/Alaska Native/Native American (AI/AN/NA) organizations



Examples of Eligible Applicants

- State governments
- County governments
- City or township governments
- Native American tribal governments (federally or state recognized)
- Community- and faith-based nonprofit organizations
- Nonprofits having 501(c)(3) status with the IRS
- Public, state-controlled, and private nonprofit Institutions of higher education
- Other nonprofit school districts or entities



Cost Sharing or Matching

- You are not required to provide cost sharing or matching in your proposed budget.



Funding Announcement Role

- The Funding Opportunity Announcement (FOA) provides information and guidance related to applications.
- Read the **entire** funding announcement.
- Follow the FOA carefully!
- The information provided in the FOA takes precedence over any conflicting information in other documents.



Address to Request Application Package

- Obtain an application package electronically by accessing Grants.gov at <http://www.grants.gov/>
- Find it by searching with CFDA number provided on page 1 of the FOA
- CFDA Number is 93.260
- Be sure to subscribe to the announcement in Grants.gov so you receive notification of any updates to the FOA or supporting documents



Application Submission

- OASH requires that all applications be submitted electronically via Grants.gov unless an exemption has been granted. If you submit an application via any other electronic communication, it will not be accepted for review.
- Access Grants.gov website portal. All funding opportunities and grant application packages are made available on www.Grants.gov.
- An application will not be considered valid until all application components are entered in Grants.gov and received by HHS Office of Grants Management according to the deadlines specified in the “DATES” section on page 1 of the FOA.
- Contact Grants.gov with any questions or concerns regarding the electronic application process 1-800-518-4726.



Application Submission (cont'd)

Applications must be submitted as **three (3)** files

- 1) File 1: The ENTIRE **project** narrative
- 2) File 2: The ENTIRE budget narrative, including supporting documentation described in the **Budget Narrative** content section
- 3) File 3: All documents in the **appendices uploaded in the Attachments section of your Grants.gov application**

Exceptions: Required standard forms **do not** apply to the submission requirements as stated in Disqualification Criteria



Application Submission (cont'd)

- Any files uploaded or attached to the Grants.gov application must be of the following file formats – Microsoft Word, Excel or PowerPoint, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only).
- HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF. If you convert to a PDF document prior to submission, you may prevent any unintentional formatting that might occur with submission of an editable document.



Application Submission (cont'd)

- **Be complete** and do not leave blanks on forms unless the information is not applicable.
- The individual submitting the application forms must have the legal authority to act on behalf of the organization.



Application Submission (cont'd)

- To ensure successful submission of your application, carefully follow the step-by-step instructions provided at
<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>
- These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information.



Application Elements

- Application for Federal Assistance (SF-424)
- Budget Information for Non-construction Programs (SF-424A)
- Assurances for Non-construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)
- Project Abstract Summary
- Project Narrative – Submit all Project Narrative content as a single acceptable file.
- Budget Narrative – Submit all Budget Narrative content as a single acceptable file.
- Appendices – Submit all appendix content **as a single acceptable file**, in the **Attachments** section of your **Grants.gov** application.



Application Format

- Be sure to follow Project Narrative format instructions in FOA. Your application will be disqualified if it does not conform to the format requirements.
- You *must* double-space the Project Narrative pages.
- You *must* use 12-point font.
- You should use an easily readable typeface, such as Times New Roman or Arial.
- You may single-space tables or use alternate fonts but you must ensure the tables are easy to read.
- For Appendices and Budget Narrative, you should use the same formatting specified for the Project Narrative.
- Appendix documents such as résumés may use alternate formats common to such documents.



System for Award Management (SAM)

- Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations.
- If you are *registering a new entity*, or *renewing and/or updating an existing entity registration* in SAM.gov, you **must** mail an “Entity Administrator Notarized Letter” to the **FEDERAL SERVICE DESK**, ATTN: SAM.GOV Registration Processing. Your notarized letter with the details required must be mailed. Your registration will not be activated until the letter is submitted and reviewed.
- Minimum timeframe to complete an initial SAM registration (30minutes).
- SAM registration **MUST** be renewed each year.
- Average timeframe for updates to take effect in Grants.gov (72 hours).



SAM (cont'd)

- Recommend applicants check active registration in SAM well before application deadline.
- If successful and receive award must maintain an active SAM registration w/current info at all times during the active award.
- If you have not complied with these requirements, HHS/OASH
 - 1) May determine you are not qualified to receive an award; and
 - 2) May use that determination as a basis for making an award to another applicant.
- Should you successfully compete and receive an award, **all first-tier sub-award recipients must have a DUNS number at the time you, the recipient, make a sub-award.**



Funding Restrictions

- Allowability, allocability, reasonableness, and necessity of direct expenses; indirect costs may be charged on HHS/OASH grants in accordance with Department regulations and current policy effective at the time of the award
- Current requirements can be found online via 45 CFR part 75 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards”
- Pursuant to 42 CFR §59.206(b)-(c), indirect costs shall be capped at 8% of modified total direct costs
- Current Salary Limitation: **\$189,600 effective January 2018**



Budget Narrative and Forms

The Project Budget Information:

- 1) SF 424A budget forms
 - 2) Budget narrative
 - 3) Detailed budget justification
- Must be consistent with the requirements of the FOA
 - Budgeted costs must reflect proposed activities
 - Forms, narrative and detailed justification do not count towards page limit
 - Budget line item descriptions and justification requirements are explained in FOA
 - Suggested table formats in FOA



Application Review Information - Criteria (FOA pages 46-48)

1. **(10 points)** The degree to which the project plan adequately provides for the requirements set forth in the Title X statute, its implementing regulations at 42 CFR § 59.205, as well as the Program Priorities and Key Issues set out in this funding opportunity announcement
2. **(10 points)** The extent to which the application provides: (i) a methodology to assess the particular training (e.g., skills, attitudes, or knowledge) that prospective trainees in the area to be served need to improve their delivery of family planning services; (ii) a methodology to define the objectives of the training program in light of the particular needs of trainees, (iii) a methodology for development of the training curriculum and any attendant training materials and resources, (iv) a method for implementation of the needed training, and (v) provision of a method and criteria by which trainees will be selected
3. **(10 points)** The extent to which the proposed training program incorporates Federal and professional medical associations' evidence-based recommendations for family planning clinical care, culturally competent and linguistically appropriate standards, strategies, and practices, and nationally recognized standards of care; evidence of familiarity with national professional standards of care relevant to Title X clinical service delivery; and the ability to translate evidence-based information and holistic optimal-health frameworks into training activities
4. **(10 points)** The extent to which the proposed training program incorporates Federal and professional medical associations' evidence-based recommendations for family planning clinical care, culturally competent and linguistically appropriate standards, strategies, and practices, and nationally recognized standards of care; evidence of familiarity with national professional standards of care relevant to Title X clinical service delivery; and the ability to translate evidence-based information and holistic optimal-health frameworks into training activities



Application Review Information - Criteria (cont'd)

5. **(25 points)** The administrative and management capability and competence of the applicant and the competence of the applicant project staff in relation to the services to be provided, including demonstration of academic, clinical, and teaching competence of proposed faculty. In addition, the capacity of the applicant to design, develop, implement and evaluate the project's clinical activities provided at a national level, including: The extent to which the application provides an evaluation methodology, including the manner in which such methodology will be employed, to measure the achievement of the objectives of the training program (*see* 42 CFR § 59.205)
6. **(15 points)** The extent to which the training program promises to fulfill the family planning services delivery needs of the area to be served including, but not limited to: (a) Development of a capability within family planning service projects to provide pre- and in-service training to their staff; (b) Improvement of the family planning services delivery skills of family planning and health services personnel; and (c) Expansion of family planning services, particularly in rural areas, through new or improved approaches to program planning and deployment of resources, including clinicians
7. **(10 points)** The extent to which the proposed training and technical assistance program will increase the delivery of services to people at the national level, in particular to individuals, couples, and families of low income, with a high percentage of unmet need for family planning services. In addition, as listed in 42 CFR § 59.205, the extent to which the application includes assurances that no portion of the federal funds will be used to train personnel for programs where abortion is a method of family planning, no portion will be used to provide professional training to any student as part of his education in pursuit of an academic degree, and no project personnel or trainees shall on the grounds of sex, religion or creed be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under the project



Application Disqualification Criteria

- Submitted electronically via www.grants.gov by due date and time (unless an exemption was granted two (2) business days prior to the deadline).
- If you successfully submit multiple applications for the same project, we will only review the last application received by the deadline.
- HHS/OASH/OGM deems your application eligible.
- Project Narrative must be double-spaced, on the equivalent of 8.5" X 11" page size with 1" margins on all sides and font size not less than 12 points.
- Project Narrative must not exceed **50** pages.
- The Total Application, including Project Narrative must not exceed **110** pages
- Your Federal funds including indirect costs does not exceed the maximum indicated in Award Ceiling. **\$900,000**
- Your Federal funds request including indirect costs is not below the minimum indicated in Award Floor. **\$600,000**



Application Review

- Applications that lack the required supporting documentation or submit additional appendix files will not be disqualified from competitive review; however, it may impact your application's scoring under the evaluation criteria.
- Be sure to follow submission instructions carefully.



Application Review (cont'd)

- Eligible applications will be reviewed and scored by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the Program Announcement.
- Objective Review Committee process is formal and confidential. Federal staff is available for questions and to ensure the process is consistent and fair, but do not participate in discussion and scoring.
- Applications are also reviewed:
 - By OGM staff for administrative & business compliance.
 - By Program Office staff for programmatic compliance.



Funding Decisions

- The Deputy Assistant Secretary for Population Affairs (DASPA) will make final awards selections to be recommended to the Grants Management Officer for risk analysis.
- In making these decisions, the DASPA or designee will take into consideration the following additional factor:
 - The extent to which projects best promote the purposes of Sections 1001(family planning services) and 1003 (family planning training) of the Public Health Service Act, within the limits of funds available for such projects.



Funding Process

- We are not obligated to make any Federal award as a result of this announcement.
- Only the grants officer can bind the Federal government to the expenditure of funds.
- If you receive communications to negotiate an award or request additional or clarifying information, **this does not mean you will receive an award; it only means that your application is still under consideration.**
- All award decisions, including level of funding if an award is made, are final and you may not appeal.



Funding Process (cont'd)

Review of Risk Posed by Applicant

- HHS/OASH will evaluate each application in the fundable range for risks posed by the applicant before issuing an award in accordance with 45 CFR 75.205
- OASH will use a risk-based approach and may consider any items such as the following as stated in the FOA:
 - Applicant's financial stability;
 - Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;
 - History of performance – Applicants record in managing Federal awards including timeliness of compliance with applicable reporting requirement, conformance to the terms and conditions of previous Federal awards;
 - Reports and findings from audits performed; and
 - The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.



Funding Process (cont'd)

Notice of Award (NOA)

- Notifies the successful applicant of the selection; award amount; project & budget periods
- Includes any conditions on the award (e.g., requirements that must be met as a condition of receiving the grant funds)
- Includes standard terms, reporting requirements and contact information for OGM and the Program Office



Funding Process (cont'd)

- If we do not make an award to you because we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR §75.205(a)(2), we must report that determination to FAPIIS, if certain conditions apply.
- At a minimum, the information in the system if you are a prior Federal award recipient must “demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.” 45 CFR § 75.205(a)(2)
- This information will then be available for other organizations to review when considering you for an award.



Funding Process (cont'd)

- OGM is the official contact for the grantee.
- All official communication related to the grant is between OGM and the successful applicant.
- The Program Office will notify unsuccessful applicants via letter.



Summary and Tips

Project Narrative Description:

- Be clear, complete and concise in the project description; follow and address exactly what is requested in the Program Announcement.
- Don't make the reviewer search for the required information. Generally, the easier the application is to review, the better the score.
- Clearly identify the sections of the application and indicate which component is being addressed.
- The project narrative must include all required information within the page limit. Do not use appendices to expand the page limit.



Summary and Tips (cont'd)

Project Narrative Description:

- Make the goals and objectives “**SMART**” **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-framed.
- Activities presented in the work plan should relate directly to the proposed goals and objectives.
- The program work plan, evaluation plan and budget should provide a complete picture of how the applicant will address the service areas needs as well as address the purpose and expectations in the Program Announcement.



Summary and Tips (cont'd)

Staffing:

- The staffing should be appropriate and reasonable for the goals, objectives and activities of the proposed project.
- Be complete in describing what staff will do, the expertise required and the percent time they will be assigned to the project.



Summary and Tips (cont'd)

Budget:

- The budget should include adequate funds to carry out the proposed work plan, evaluation plan and administrative responsibilities of the project.
- The budget should be reasonable and relate directly to the goals and objectives.
- Do not request more funds than are available, as listed in the Program Announcement. This amount is *inclusive* of indirect costs.
- The operating budget should be complete and include Federal and non-Federal funds, projected program income from fees and third-party payers and other contributing funds.



Summary and Tips (cont'd)

- Electronic submission **IS** required.
- Do not wait until the last minute to begin SAM registration or update registration.
- Do not wait until the last minute to begin the electronic submission—problems could arise.



FOA INQUIRIES

Program Questions

Office of Population Affairs

Aisha N. Cody

Aisha.Cody@hhs.gov

Telephone: 240.453.2807

Administrative or Financial Questions

Office of Grants Management

Robin Fuller

Robin.Fuller@hhs.gov

Telephone: 240.453.8839



FOA INQUIRIES

Electronic Submission Requirements

Grants.gov Applicant Support

www.grants.gov

support@grants.gov

Telephone: 800-518-4726

Please do not contact OASH Program or Grants office staff for Grants.gov issues.



Questions?

